



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

INSURANCE EXAMINER

\$3,425 - \$5,050

FINANCIAL ANALYSIS DIVISION

LOS ANGELES

RESPONSIBILITIES:

Under the supervision of a Senior Insurance Examiner (Supervisor), the Insurance Examiner analyzes and evaluates the financial condition of assigned companies to determine their on-going solvency and continuing compliance with California insurance laws and regulations; performs financial analyses of applications requiring the Commissioner's permit, approval or certification to ascertain financial stability, solvency and compliance with the California Insurance Code, Department rules and regulations. The analyses also include the comprehensive review of the company's operations, and organization structure in accordance with the standard operating procedures of the Financial Analysis Division.

DESIRABLE QUALIFICATIONS:

- Demonstrated accounting knowledge and experience, and the ability to read and interpret financial statements and contracts.
- Possess excellent verbal and written communications skills.
- Ability to work as a team member, be flexible and responsive to various tasks assigned; ability to function in a multi-cultural environment.
- Possess good organizational and problem solving skills.
- Must have working knowledge of the use of stand-alone and/or on line computer system application programs, e.g., Microsoft Excel, Word, Access, etc.

WHO MAY APPLY:

Applications will be accepted from current State employees at the **Insurance Examiner** level, those within transfer range, or individuals who have list eligibility for **Insurance Examiner**. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

12/20/13 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and a "Statement of Qualifications" to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Insurance Examiner, PSN # 413-364-420-023" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3308 or email – Malinda.Randolph@insurance.ca.gov.

FINAL FILING DATE: January 3, 2014 – Close of Business

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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